



## YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 200-7	Subject: <b>CAPS TRUST ACCOUNTS</b>
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Applicable ACA Standards:	Revision Date: 01-09-06, 11-23-07, 10-10-08
Signature: /s/ Karen Duncan	Effective Date: 02-10-04
Signature: /s/ Steve Gibson	

### I. BUREAU DIRECTIVE:

Trust Accounts are used as transitional accounts for income received for youth in the care and custody of the Department of Corrections (DOC) and Youth Court. The income resides in this account until it is taken for the cost of care of the youth, either through an automatic process for currently placed youth not in a correctional facility or through a trust account expenditure to the correctional facility caring for the youth. The procedure will be reviewed annually and updated as needed.

### II. DEFINITIONS:

**CAPS** - Child and Adult Protective Services, the online statewide management system maintained by DPHHS. CAPS will be referenced as the vehicle through which payments will be made for out-of-home placements and/or for services provided to the youth.

**Client-Based Payment Detail (CBPD)** – a CAPS screen that is used to view and adjust (until approval) the payment information for a specific youth and provider. The screen also allows central office staff to release a payment.

**Client-Based Payment List (CBPL)** – a CAPS screen that lists the status of payment and services to a specific provider, starting with the most recent.

**DPHHS** – Department of Public Health and Human Services for the State of Montana.

**Payment Funding Detail (PAFD)** – a CAPS screen that is used to view and/or adjust funding information for client-based service payments.

**Services List (SERL)** – a CAPS screen that displays a history, in reverse chronological order, of all services provided to a specific youth.

**SSB** - benefits for youth received from the account of another due to death, disability, blindness, or retirement of that person. SSB will be paid without regard to the youth's placement in a Youth Correctional Facility.

**SSI** - Social Security paid to the youth based on the youth's disability. This type of benefit only pays if the youth is not incarcerated.

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**SSI Supplemental** - a state supplement that is paid for youth who are in a group home placement; this supplement is only available to those youth qualifying for SSI.

**Trust Account** – an account that is developed for each youth with resources (SSI, SSB, or Cost-of-Care Contributions). This account is a transitional account where income, expenditures, interest and balances are reported.

**Trust Account Expenditure Detail (TAED)** - a CAPS screen used by Regional Administrative Officers (RAOs) to request and approve disbursements from a specific youth's trust account.

**Trust Account Expenditure List (TAEL)** - a CAPS screen that displays a list of all requested and actual expenditures from a youth's trust account.

**Trust Account History Detail (TAHD)** - a CAPS screen listing the detail of activity in a youth's trust account for a specific month.

**Trust Account History List (TAHL)** - a CAPS screen that provides a history, by month, of activity that has taken place on a specific youth's trust account. The screen will show beginning balance, income, expenditures and balance adjustments, cost of care and an end balance for the month.

**Trust Account Plan Detail (TAPD)** - a CAPS screen used to plan and budget the unearned income that is available for a youth's needs.

**Trust Account Plan List (TAPL)** - a CAPS screen that lists all trust account plans established for a specific youth.

**Youth** - an individual aged 10 through 17 who has been court-ordered to the Department of Corrections for placement into a secure care facility

### III. PROCEDURES:

A. When the Department or Youth Court is partially or fully funding the cost of out-of-home care and the youth will be in placement for 90 days or longer, various sources of unearned income available to the youth will be deposited in each youth's trust account. This income will be expended to offset the cost of care of the youth. The unearned income in a trust account can be from one or more of the following sources:

1. Cost-of-Care Contributions
2. Supplemental Security Income (SSI + State Supplement)
3. Social Security Benefits (SSB or Disability Benefits)
4. Railroad Retirement Benefits

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5. Child support payments from CSED
  6. Interest Income
- B. State Law requires that any non-general fund money received be applied against expenditures before state general fund is used for these costs (MCA §17-02-108). In accordance with this law, all income received on or after February 1997 will be used to offset the youth's cost of care before any funds are reserved in a trust account for additional needs of the youth. System-generated expenditures made for the cost of care for youth, other than those in correctional institutions, are done automatically on or about the seventh of each month for current placements. Expenditures made for non-current placements must be done by the RAO of the youth's county of financial responsibility. Expenditures made for the cost of care for youth in correctional institutions are made by the RAO of the youth's county of financial responsibility. A trust account expenditure of this type can be made any time a balance exists in the trust account.
  - C. Individual interest-bearing trust accounts will be established in the names of those youth who receive unearned income. An exception will be made to this procedure only when required by an agent outside the department with this authority, i.e., a court or the Social Security Administration, when requiring the funds to be placed in a dedicated account. In these cases funds will be held in a trust account in accordance with a trust account plan established by the Regional Administrative Officer and approved by the Financial and Program Services Supervisor.
  - D. Funds exceeding cost of care – funds in trust accounts that exceed the child's cost of care should be directed toward the long-term goal of developing healthy, well-adjusted adults. These funds are intended to be used first to benefit the child through the purchase of clothing and other items that meet the child's personal needs. Remaining funds may be used for the child's anticipated future needs such as higher education, medical bills, or expenses related to the transition out of foster care.
  - E. Maximum trust account balance – the maximum trust account balance is a specified balance that cannot be exceeded if the child is going to maintain eligibility for certain programs. Balances over \$2,000.00 will result in loss of SSI eligibility.
  - F. Trust account plan in CAPS – A trust account plan must be established before expenditures can be made from the youth's trust account. A plan is established by the completion of the Trust Account Plan Detail (TAPD) screen on CAPS. On this screen the RAO identifies the type of unearned income being deposited into the trust account and identifies the monthly expenditure that will be offset. . The plan must be approved by the RAO and by the Financial and Program Services Supervisor.

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G. In order to offset the cost of care of the youths placed in a youth correctional facility, the RAO of the youth's county of financial responsibility must first request the balance of the trust account to be placed into reserve. To accomplish this, the RAO should compile a spreadsheet with the following information:

1. Youth's name
2. Youth's CAPS ID number
3. Facility where the youth is placed
4. Placement dates
5. Fiscal year to offset

Upon completion, this spreadsheet needs to be emailed to HHS Fiscal Trust Account, the Financial and Program Services Supervisor, and to the specified ASD accountant.

H. Expenditures from a trust account of the youth who has been placed in a youth correctional facility can occur once HHS has placed the trust account balance in reserve. The RAO for the youth's county of responsibility must complete the Trust Account Expenditure Detail (TAED) screen on CAPS. The TAED screen shows the trust account balance that has been placed in reserve, as the expenditure request amount. The payee portion of the screen refers to the appropriate facility for which the cost of care is being offset. Upon completion of the screen, the RAO must hit F1, which satisfies the approval of the expenditure.

I. In order to offset the cost of care of the youths who are no longer in a current placement and had not been placed in a correctional institution, the RAO of the youth's county of financial responsibility must offset the trust account balance with a payment that has been made to the placement. To accomplish this, the RAO should compile a spreadsheet with the following information:

1. Youth's name
2. Youth's CAPS ID number
3. Facility
4. Dates at the facility
5. Trust account balance
6. Apply to Payment Number

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7. Amount of Payment

8. Date of Payment

9. Fiscal Year to offset

Upon completion, this spread sheet needs to be emailed to the Financial and Program Services Supervisor

J. In order to find a payment to offset the cost of care, the RAO will have to access the SERL screen in CAPS:

1. In the fast path type in CBPL; hit enter.

2. Tab to the CAPS ID field and type in the youth's CAPS ID number; hit enter.

3. The blue entries are DOC or Youth Court payments. Find a payment amount that will cover the balance in the trust account; in the select field of the appropriate referenced payment enter an "I"; hit enter.

4. In the select field of the payment you inquired on put an "I"; in the fast path type in PAFD; hit enter.

5. You are now viewing the Payment Funding Detail screen (PAFD). On this screen you can see if the entire payment has already been used to offset a trust account cost of care or if only a portion of that payment was used. At times, more than one payment will be needed to offset the trust account balance.

Upon completion of this spreadsheet, email the list to the Financial and Program Services Supervisor.

#### **IV. CLOSING:**

Questions concerning this procedure shall be addressed to the Financial and Program Services Supervisor.

#### **V. REFERENCES:**

[41-5-112, MCA](#) [Parental contributions account - - allocation of proceeds](#)  
*Child & Adult Protective Services (CAPS) Training Manual*  
*CFS policy 403-1; Substitute Care for Children – Foster Child – Income or Resources*  
*CFS Policy 403-2; Substitute Care for Children – Trust Accounts*  
*SSA Publication No. 05-10076; Social Security – A Guide for Representative Payees*

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**VI. ATTACHMENTS:**

None